Time & Leave Entry
Add a Timesheet, Non-exempt Employee

SCENARIO: An applicant was hired or an employee was transferred after timesheets were created for the period. Add a timesheet for the newly hired or transferred non-exempt Employee.

STEP 1:	Select the menu items in the following order: **Time and Leave > Maintain Employee Timesheet. Click on Add a New Timesheet folder tab.**
Expected Results:	The Add a New Timesheet page will display.

STEP 2:	You must enter ALL the following information: A. **Department ID** in the “Department” field; B. **Pay Period End Date** in the Pay Period End Date field; C. **Employee ID** in the “EmplID” field; D. **Employment Record Number** in the “Employment Rcd Nbr” field E. **Click** Add.
Expected Results:	The Time Entry Daily page will display.

STEP 3:	**Click** on “Save.”
Expected Results:	The words, Processing and then Saved, will flash on the upper right hand corner of the page.

OPT. STEP 4:	If you know the hours the employee worked during the period, you can enter them now (See any of the Non-exempt How Do Is). You would also Click on the OK to Process? checkbox after the hours have been entered, then you would click on Save.
Expected Results:	If there are no batch time and leave errors, the time will be updated to paysheeets during a preliminary or final calculation night.

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